



GSA Federal Acquisition Services

User Guide – eOffer/eMod

Version 1.2

III - Creating & Submitting an eMod

Federal Acquisition Service
Contract Administration Division
Solicitation Services Tools

November 13, 2010



REVISION HISTORY

VERSION	DATE	RELEASE	REVISION DESCRIPTION
1.0	08/01/2010	Initial	Initial Document
1.1	09/21/2010	1008	Updated for 1008 Release
1.2	11/13/2010	1011	Updated for 1011 Release



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3 ELECTRONIC CONTRACT MODIFICATIONS - eMOD

eMod is a web based application that allows Vendors to submit their Multiple Award Schedule (MAS) contract modification requests electronically (eMods). eMod uses the digital authentication technology in order to ensure the integrity of data and provides electronic signature capability. A digital certificate is required in order to use eMod. Please see I – **Getting Started** for more details on digital certificates.

In eMod a Vendor can submit multiple Mods within a single transaction. Different type(s) of Mod and their associated sub-types can be selected. Another feature in eMod allows GSA contracting personnel to “split” Mods. For example, a CO has the ability to perform a split if one of the Mods can be done quickly but the other Mod action may require more time to complete. As opposed to waiting for both to be completed at the same time, splitting the Mod expedites the process.

3.1 Getting Started With eMod

To access the eMod application, a valid Digital Certificate must be present on your computer.

- Go to the GSA eOffer/eMod homepage (www.eoffer.gsa.gov).
- Click on the **Sign In** button located in the **Contract Modifications (eMods)** section.

GSA eOffer/eMod
Submit Contract Offers and Contract Modifications online.

Welcome to eOffer/eMod
eOffer/eMod is a tool to submit contract offers and contract modification requests to GSA Federal Acquisition Service online.

If you are submitting an offer under certain GSA Multiple Award Schedules, you may be eligible to have an express review of your offer under the MAS Express Program. Please click the link "Learn about the MAS Express Program and participating schedules" below for details. If you're eligible, please sign in under the "Express Offers (eOffers)" below to see if you can submit your offer electronically.

If you are not eligible for the MAS Express Program at this time, please submit a standard offer by signing in under the "Contract Offers (eOffers)" below.

NEW As of February 2, 2009, contractors under Schedules 03 FAC, 66, and 874V, must submit modifications to their contracts through the eMod system, for certain types of Modifications. Please click [here](#) for more information on the Mandatory eMod pilot for Schedule 03 FAC, 66, and 874V.

About eOffer

Learn More About:

- [eOffer](#)
- [Express Offers](#)
- [eMod](#)
- [Mandatory eMod Pilot](#)
- [Digital Certificates](#)
- [Authorized Negotiators](#)

Customer Assistance and Training:

- [User Guides/Training](#)
 - [Digital Cert Training](#)
 - [eOffer/eMod User Guide](#)
- [Frequently Asked Questions \(FAQ\)](#)
- [Contact Us](#)

System Access

Contract Offers (eOffers)

- > Prepare and submit eOffer
- > Continue working on saved eOffer
- > Edit submitted eOffer

[Sign In](#)

Contract Modifications (eMods)

- > Prepare and submit modification request
- > Continue working on saved modification request
- > Edit submitted modification request

[Sign In](#)

Express Offers (eOffers)

- > Prepare and submit Express eOffer
- > Continue working on saved Express eOffer
- > Edit submitted Express eOffer

[Sign In](#)

Before you Begin

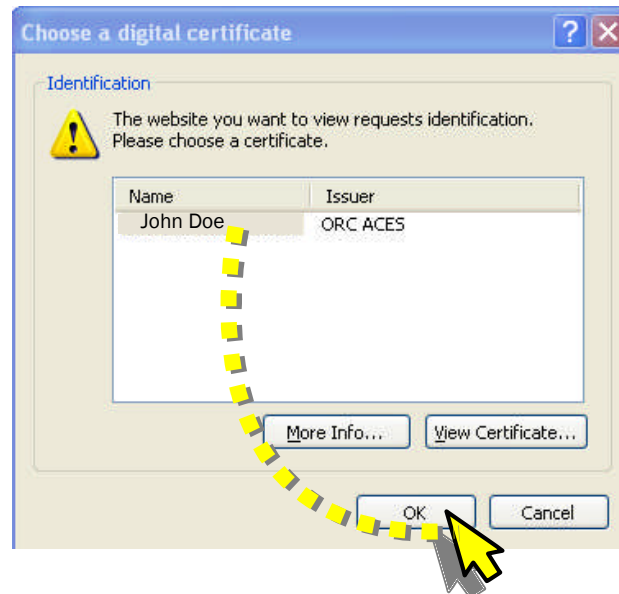
If you are submitting an eOffer:

- [Have you reviewed the solicitation you want to make an offer against?](#)
- [Have you passed the "Pathways to Success" training?](#)
- [Did you get your DUNS number?](#)
- [Have you registered with CCR and with ORCA?](#)
- [Have you applied for a digital certificate?](#)
- If you have done all of the above, enter "eOffer" at the right.

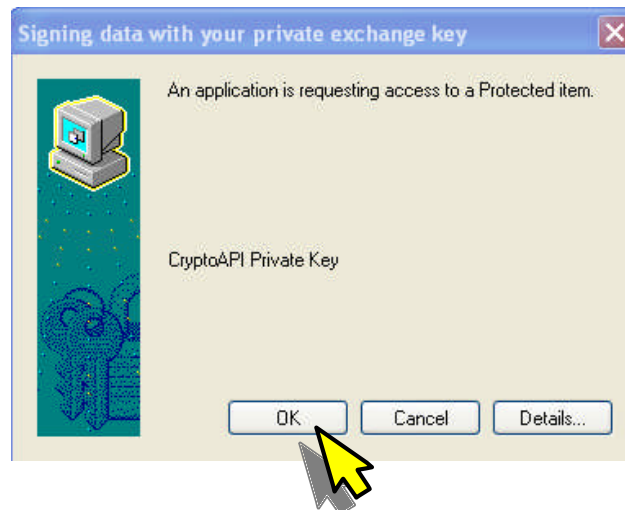
If you are submitting an eMod:

- [Do you already have a digital certificate?](#)
- [Is your DUNS number and Contract number available?](#)
- [Are you an authorized negotiator on the contract?](#)
- You may now submit the mod...

- c) On the pop-up window choose the correct certificate (if there is more than one) and click **OK**.



- d) On the next pop-up window, click **OK**. This will take you to the Sign In page.



- e) Select the appropriate DUNS number using the dropdown or manually enter it in the text box and click **Submit**.

- f) On the next screen select the Contract number from the dropdown that needs to be modified, and then click the **Select Contract** button.

List of Contracts Available for **ACME MANAGEMENT CONCEPTS INC**

- g) At this time the **MY MODIFICATIONS** page will be visible where you can create new Mods or work on saved ones or edit submitted ones.

ID	Mod Actions	Contract	Last Update	Status	Actions
1YCMX1C4	Selected Mod Actions	GS03F0001W	2009-11-06 14:33:49.426	Complete	Edit Mod Delete Mod

ID	Mod Actions	Contract	Last Update	Status	Assigned To	Actions
Nothing found to display.						

Note: If you are not an assigned Negotiator for a contract the following message will be seen and you will be asked to contact the Point of Contact (POC) of your company.

Our records show one or more contracts for this DUNS, for which you may or may not be an authorized negotiator. Please contact the Point of Contact (POC) of your company to be added as a negotiator. If you are the POC for your company or you do not know who the POC is in your company, please contact the contracting officer to be added to the list of negotiators. Both, the POC and Contracting Officer will need your name and email address as it appears on your digital certificate.

For additional information click [here](#)

Contract Number	Authorized Negotiator?	POC Details			Contracting Officer Details		
GS23F0066V	You are not an authorized negotiator on this contract	Name	Email	Phone	Name	Email	Phone
		John Smith	j.smith@amc.com	703-234-1211	John Smith	j.smith@amc.com	703-305-5510

3.2 Creating an eMod

To create a new Mod:

- Click the drop down box under **New Modifications** and select the appropriate contract number and click the **Select Contract** button.

MY MODIFICATIONS :: ACME MANAGEMENT CONCEPTS INC

New Modifications

Select Contract	Action
GS03F0001W	Select Contract

Saved Modifications

Click on the ID to view the event log for an Offer

ID	Mod Actions	Contract	Last Update	Status	Actions
1YCMX1C4	Selected Mod Actions	GS03F0001W	2009-11-06 14:33:49.426	Complete	Edit Mod Delete Mod

Submitted Modifications

Click on the ID to view the event log for an Offer

ID	Mod Actions	Contract	Last Update	Status	Assigned To	Actions
Nothing found to display.						

- b) The new screen will list the 6 primary modification types and the sub types within.

Select Modification Types	
Primary Types	Sub Types
Additions	<input checked="" type="checkbox"/> Add Labor Category <input checked="" type="checkbox"/> Add Product(s) <input checked="" type="checkbox"/> Add SIN
Administrative	<input type="checkbox"/> Contract Administrator/Point of Contact(POC) <input type="checkbox"/> Authorized Negotiator <input type="checkbox"/> Email Address Change <input type="checkbox"/> Fax Change <input type="checkbox"/> Manufactures, Dealers, Resellers, Agents <input type="checkbox"/> Telephone Change <input type="checkbox"/> Website Address Change
Deletions	<input type="checkbox"/> Delete Labor Category <input type="checkbox"/> Delete Product(s) <input type="checkbox"/> Delete SIN
Pricing	<input type="checkbox"/> Temporary Price Reduction <input type="checkbox"/> Economic Price Adjustments (EPA) with Commercial Price List (increase) <input type="checkbox"/> Economic Price Adjustments (EPA) without Commercial Price List (increase) <input type="checkbox"/> Permanent Price Reduction (Based on Most Favored Customer) <input type="checkbox"/> Permanent Price Reduction (Industry Partner requested) <input type="checkbox"/> Wage Determinations
Technical	<input type="checkbox"/> Change in geographic coverage (scope) <input type="checkbox"/> Part(s) Number Change <input type="checkbox"/> Product Descriptive Change <input type="checkbox"/> Service Descriptive Change
Terms And Conditions	<input type="checkbox"/> American Recovery and Reinvestment Act(ARRA) <input type="checkbox"/> Create/Manage Clause Exception(s)

- c) Select the modification Sub Type(s) that apply in your case and click **Submit Online**. For demonstration purpose all Sub Types within a Primary Type will be selected starting with the Additions).
- d) The Corporate Information page will be displayed next. Review all the information and click **Save and Continue**. If something needs to be corrected click the **Sign Out and Correct Errors in CCR** button.

Note: Changes made in CCR will take 24 hours to appear in the eMod system but you may continue to work on your Mod.

Prepare your modification:

- [Corporate Information](#)
- [Additions](#)
- [Upload Documents](#)
- [Submit Request](#)
- [Complete](#) [Incomplete](#)

Company Name:	Acme Management Concepts, Inc.
Contract Number:	GS07F0079W
Modification Type:	Add Labor Category Add Product(s) Add SIN

CORPORATE INFORMATION

Is the information correct?

This information is taken directly from [Central Contractor Registration \(CCR\)](#). If any of this information is incorrect, it must be corrected through [Central Contractor Registration \(CCR\)](#). Any changes will be reflected in eOffer in approximately 24 hours.

DUNS Number:	123456789
Type of Organization:	Mutually Defined
Common Parent DUNS Number:	605691807
Company Name:	ACME MANAGEMENT CONCEPTS INC
Doing Business As (DBA):	
Business Type:	Veteran Owned Business Service-Related Disabled Veteran Owned S Corporation Service Location Research Institution

Company Address

Street1:	21400 RIDGETOP CIR STE 210
Street2:	
City:	STERLING
State:	VA
Zip/Postal Code:	201666511
Country:	USA

Mailing Address

Company Name:	ACME MANAGEMENT CONCEPTS INC
Street1:	21400 RIDGETOP CIRCLE SUITE 210
Street2:	
City:	DULLES
State:	VA
Zip/Postal Code:	201666511
Country:	USA

[Sign Out and Correct Errors in CCR](#)

[Save and Continue](#)



- e) Once you click **Save and Continue** a message saying “Information Saved” will be displayed.

Prepare your modification:

- [Corporate Information](#)
- [Additions](#)
- [Upload Documents](#)
- [Submit Request](#)
- [Complete](#) [Incomplete](#)

Company Name:	Acme Management Concepts, Inc.
Contract Number:	GS03F0001W
Modification Type:	Add Labor Category Add Product(s) Add SIN

INFORMATION SAVED

The CORPORATE INFORMATION section is Completed.

[Continue](#)

Or, go to any section
the left eMod menu



Note: The menu on the left allows you to go to any section

- f) Click the Continue button to move forward with Additions.

3.3 Additions Modifications

There are 3 Addition sub-types (**Add Labor Category**, **Add Product(s)** and **Add SIN**) as depicted below:

- a) In the “**Actions**” column click on the Respond link where the “**Status**” is incomplete.

Prepare your modification:

Corporate Information

Additions

Upload Documents

Submit Request

Complete Incomplete

Company Name: Acme Management Concepts, Inc.
Contract Number: GS03F0001W
Modification Type: Add Labor Category
Add Product(s)
Add SIN

Respond to Additions
Respond to all of the terms and conditions.
You must respond to all the Additions Modification Sub Types before you can save this section.

Additions
* Required

Template Name	Status	Actions
* Add Labor Category	Incomplete	Respond
* Add Product(s)	Incomplete	Respond
* Add SIN	Incomplete	Respond

- b) On the next screen **Description For Add Labor Category** enter a detailed description in the Modification Request box and click **Save Description**.

Prepare your modification:

Corporate Information

Additions

Upload Documents

Submit Request

Complete Incomplete

Company Name: Acme Management Concepts, Inc.
Contract Number: GS03F0001W
Modification Type: Add Labor Category
Add Product(s)
Add SIN

Description For Add Labor Category
Contract Begin Date : 2009-11-03
*Please enter a detailed description of the Modification Request.

PLEASE ENTER SOME TEXT TO SUPPORT YOUR MOD REQUEST

Back To Additions Save Description

- c) In the “**Status**” column, this particular **Addition** will be shown as Completed and the “**Actions**” will change from Respond to Edit, indicating that further changes can be made.

Prepare your modification:

Corporate Information

Additions

Upload Documents

Submit Request

Complete Incomplete

Company Name: Acme Management Concepts, Inc.
Contract Number: GS03F0001W
Modification Type: Add Labor Category
Add Product(s)
Add SIN

Respond to Additions
Respond to all of the terms and conditions.
You must respond to all the Additions Modification Sub Types before you can save this section.

Additions
* Required

Template Name	Status	Actions
* Add Labor Category	Completed	Edit
* Add Product(s)	Incomplete	Respond
* Add SIN	Incomplete	Respond

The **Add Products** addition can be completed similarly by following steps (a) and (b).

Prepare your modification:

Corporate Information

Additions

Upload Documents

Submit Request

Complete Incomplete

Company Name: Acme Management Concepts, Inc.
Contract Number: GS03F0001W
Modification Type: Add Labor Category
Add Product(s)
Add SIN

Description For Add Product(s)
Contract Begin Date : 2009-11-03
*Please enter a detailed description of the Modification Request.

PLEASE ENTER SOME TEXT TO SUPPORT YOUR MOD REQUEST

Back To Additions Save Description

A Special Item Number (SIN) is a number used on GSA contracts in order to identify the type of product or service to be used.

- d) To **Add a SIN** click on the Respond link in the “**Actions**” column as shown on the previous screen.
- e) Then select the SIN you want to add to your contract using the drop down. Click **Add SIN Details**.

Prepare your modification:

Corporate Information

Additions

Upload Documents

Submit Request

Complete Incomplete

Company Name: Acme Management Concepts, Inc.
Contract Number: GS03F0001W
Modification Type: Add Labor Category
Add Product(s)
Add SIN

ADD SIN(s)
You must add at least one SIN. You can add multiple SINs but one at a time.

Select SIN
219 13

Add SIN Details

Your SIN(s)

Name	Description	Actions
No information entered in this section.		

Save Information

- h) On the next screen enter the Scope and answer the question relating to State and Local then click **Add This SIN**. Please note that multiple SINs may be added prior to submitting the Mod.

Prepare your modification:

Corporate Information

Additions

Upload Documents

Submit Request

Complete

Incomplete

Company Name: Acme Management Concepts, Inc.
Contract Number: GS07F0079W
Modification Type: Add Labor Category
Add Product(s)
Add SIN

ADD SIN (SPECIAL ITEM NUMBER) DETAILS
* Required
SIN Type: RA001
SIN Title: Not available
* **Scope**
What is the Scope for this SIN? Worldwide
State And Local
Do you want to offer this SIN for State and Local Services?
☐ Yes ☒ No

Add This SIN

- i) Add additional SINs or click **Save Information**.

Prepare your modification:

Corporate Information

Additions

Upload Documents

Submit Request

Complete

Incomplete

Company Name: Acme Management Concepts, Inc.
Contract Number: GS03F0001W
Modification Type: Add Labor Category
Add Product(s)
Add SIN

ADD SIN(s)
You must add at least one SIN. You can add multiple SINs but one at a time.

Select SIN
219 10

Action
Add SIN Details

Your SIN(s)

Name	Description	Actions
219 13	Hand Held Camcorder (EFFECTIVE 4/1/03)	Edit Delete

Save Information

- j) Once all the Additions are complete the following screen will be displayed. Click **Save And Continue**.

Prepare your modification:

Corporate Information

Additions

Upload Documents

Submit Request

Complete

Incomplete

Company Name: Acme Management Concepts, Inc.
Contract Number: GS03F0001W
Modification Type: Add Labor Category
Add Product(s)
Add SIN

Respond to Additions
Respond to all of the terms and conditions.
You must respond to all the Additions Modification Sub Types before you can save this section.

Additions
* Required

Template Name	Status	Actions
* Add Labor Category	Completed	Edit
* Add Product(s)	Completed	Edit
* Add SIN	Completed	Edit Delete

Save And Continue

- k) On the **Information Saved** screen click **Continue** and the application will proceed to the next Mod if any other Primary Types were selected. If not it will proceed to the Upload Documents section. To Upload Documents and submit your eMod please see **3.9 Uploading Documents & Submitting eMod**

INFORMATION SAVED
The ADDITIONS section is Completed.

Continue

Or, go to any section in the left eMod menu.

3.4 Administrative Modifications

There are 7 Sub Types available within the Administrative modifications as shown in the following screen shot.

Select Modification Types	
Primary Types	Sub Types
Additions	<input type="checkbox"/> Add Labor Category <input type="checkbox"/> Add Product(s) <input type="checkbox"/> Add SIN
Administrative	<input checked="" type="checkbox"/> Contract Administrator/Point of Contact(POC) <input checked="" type="checkbox"/> Authorized Negotiator <input checked="" type="checkbox"/> Email Address Change <input checked="" type="checkbox"/> Fax Change <input checked="" type="checkbox"/> Manufactures, Dealers, Resellers, Agents <input checked="" type="checkbox"/> Telephone Change <input checked="" type="checkbox"/> Website Address Change
Deletions	<input type="checkbox"/> Delete Labor Category <input type="checkbox"/> Delete Product(s) <input type="checkbox"/> Delete SIN
Pricing	<input type="checkbox"/> Temporary Price Reduction <input type="checkbox"/> Economic Price Adjustments (EPA) with Commercial Price List (increase) <input type="checkbox"/> Economic Price Adjustments (EPA) without Commercial Price List (increase) <input type="checkbox"/> Permanent Price Reduction (Based on Most Favored Customer) <input type="checkbox"/> Permanent Price Reduction (Industry Partner requested) <input type="checkbox"/> Wage Determinations
Technical	<input type="checkbox"/> Change in geographic coverage (scope) <input type="checkbox"/> Part(s) Number Change <input type="checkbox"/> Product Descriptive Change <input type="checkbox"/> Service Descriptive Change
Terms And Conditions	<input type="checkbox"/> American Recovery and Reinvestment Act(ARRA) <input type="checkbox"/> Create/Manage Clause Exception(s)

- a) Select the Sub Type(s) to be modified and click **Submit Online**. All the sub types are selected in this example above.

- b) On the Corporate Information page click **Save and Continue** if everything is correct.

Prepare your modification:

- ☒ Corporate Information
- ☒ Administrative
- ☒ Upload Documents
- ☐ Submit Request
- ☒ Complete ☐ Incomplete

Company Name:	Acme Management Concepts, Inc.
Contract Number:	GS07F0079W
Modification Type:	Contract Administrator/Point of Contact(POC) Authorized Negotiator Email Address Change Fax Change Manufactures, Dealers, Resellers, Agents Telephone Change Website Address Change

Respond to Administrative

Respond to all of the terms and conditions.
You must respond to all the Administrative Modification Sub Types before you can save this section.

Administrative

* Required

Template Name	Status	Actions
* Contract Administrator/Point of Contact(POC)	Incomplete	Respond
* Authorized Negotiator	Completed	Edit
* Email Address Change	Incomplete	Respond
* Fax Change	Incomplete	Respond
* Manufactures, Dealers, Resellers, Agents	Incomplete	Respond
* Telephone Change	Incomplete	Respond
* Website Address Change	Incomplete	Respond

- c) On the **Respond to Administrative** page click on the [Respond](#) link (under “Actions”) against the Sub Type that you wish to modify.
- d) If the “Contract Administrator Point of Contact (POC)” is selected the following screen will display with only the **Point Of Contact** field editable (all the others will be grayed out). Modify the **Point of Contact** and click **Save This Information** button.

Prepare your modification:

- ☒ Corporate Information
- ☒ Administrative
- ☒ Upload Documents
- ☐ Submit Request
- ☒ Complete ☐ Incomplete

Company Name:	Acme Management Concepts, Inc.
Contract Number:	GS07F0079W
Modification Type:	Contract Administrator/Point of Contact(POC) Authorized Negotiator Email Address Change Fax Change Manufactures, Dealers, Resellers, Agents Telephone Change Website Address Change

Administrative

Basic Contract Plan

Point Of Contact: Email:

Telephone: URL Change:

PO Fax No: Contract Date:

Subcontracting Plan

Plan: Type: Expiration Date:

Your Negotiator(s) Details

Who will negotiate your Modification?
You can add multiple negotiators. A minimum of one negotiator must have signature authority. Negotiators without signature authority may prepare an eMod but only negotiators with signature authority may submit the Mod and sign the Contract Modification.

Name:	Email:	Action:
John Smith	Authorized to sign	View
Andy Garcia	Authorized to sign	View
Julie Andrews	Authorized to sign	View

[Back To Administrative](#) [Save This Information](#)

- e) On the main page of the **Administrative**, changes you will notice that the “**Status**” will show as Completed and the “**Action**” will change to Edit.

Respond to Administrative

Respond to all of the terms and conditions.

You must respond to all the Administrative Modification Sub Types before you can save this section.

Administrative

* Required

Template Name	Status	Actions
* Contract Administrator/Point of Contact(POC)	Completed	Edit
* Authorized Negotiator	Completed	Edit
* Email Address Change	Incomplete	Respond
* Fax Change	Incomplete	Respond
* Manufactures, Dealers, Resellers, Agents	Incomplete	Respond
* Telephone Change	Incomplete	Respond
* Website Address Change	Incomplete	Respond

- f) Next go to the **Authorized Negotiator** to make the desired changes. Click on Edit in the “**Actions**” column.

Administrative

Basic Contract Details

Point Of Contact:	<input type="text" value="John Smith"/>	Email:	<input type="text" value="j.smith@amc.com"/>
Telephone:	<input type="text" value="703-896-5236"/>	URL Change:	<input type="text" value="http://www.amc.com"/>
PO Fax No:	<input type="text" value="703-605-1112"/>	Contract Date:	<input type="text" value="YYYY-MM-DD"/>

Subcontracting Plan

Plan:	<input type="text" value="B"/>
Type:	<input type="text" value="N/A"/>
Expiration Date:	<input type="text"/>

Your Negotiator(s) Details

Who will negotiate your Modification?

You can add multiple negotiators. A minimum of one negotiator must have signature authority. Negotiators without signature authority may prepare an eMod but only negotiators with signature authority may submit the Mod and sign the Contract Modification.

Name:	Email:	Action:
Shi John Smith	Authorized to sign	Edit Delete
Ch Andy Garcia	Authorized to sign	Edit Delete
Jof Julie Andrews	Authorized to sign	Edit Delete

[Add New Negotiator](#)

- g) Under **Negotiator(s) Details** section you have the ability to delete an existing Negotiator or edit their information. To add a new negotiator click **Add New Negotiator**.

Add Negotiator(s)

You can add multiple negotiators.

Negotiators name and email should be exactly the same as in the digital certificate of that user.

***Required**

*Name:	<input type="text" value="Debbie Delano"/>
*Title:	<input type="text" value="Manager Contracts"/>
*Phone:	<input type="text"/>
If US (XXX-XXX-XXXX):	<input type="text" value="703.605.2545"/>
If International (free form text):	<input type="text"/>
*Email:	<input type="text" value="ddelano@gmail.com"/>
Fax:	<input type="text"/>
If US (XXX-XXX-XXXX), If International (free form text):	<input type="text"/>
Role:	<input type="text" value="Negotiator - Authorized to sign"/>

[Back To Administrative](#)

[Add This Negotiator](#)

- h) Fill in the required information, select the role and click **Add This Negotiator**. Once you are done with Negotiators click the **Back To Administrative** button to go back to the **Respond to Administrative** screen.

- i) Repeat steps (c) and (d) to do Email Address, Fax, Telephone and Website Address modifications.

Note: The Administrative change relating to Manufacturers, Dealers, Resellers and Agents is currently not available in the application.

- j) All the completed **Administrative** changes will show up as follows. Click **Save And Continue**.

Respond to Administrative

Respond to all of the terms and conditions.

You must respond to all the Administrative Modification Sub Types before you can save this section.

Administrative

*** Required**

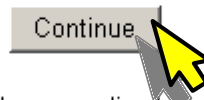
Template Name	Status	Actions
* Contract Administrator/Point of Contact(POC)	Completed	Edit
* Authorized Negotiator	Completed	Edit
* Email Address Change	Completed	Edit
* Fax Change	Completed	Edit
* Manufactures, Dealers, Resellers, Agents	Completed	Edit
* Telephone Change	Completed	Edit
* Website Address Change	Completed	Edit

[Save And Continue](#)

- k) A message indicating information has been saved will appear. click **Continue** to proceed to the next step.

INFORMATION SAVED

The **ADMINISTRATIVE** section is **Completed**.



Or, go to any section by using the left eMod menu.

- l) The **Upload Documents** screen will appear. For instructions to upload documents and submit your eMod please see **3.9 Uploading Documents & Submitting eMod**
- m) Once the Administrative Mod is submitted the status will be shown on the **My Modifications** page under **Submitted Modifications**. It will also show the Contracting Officer assigned.

Submitted Modifications

Click on the ID to view the event log for an Offer

ID	Mod Actions	Contract	Last Update	Status	Assigned To	Actions
WMEM2V5B	Selected Mod Actions	GS07F0079W	2010-03-30 14:20:00.196	Withdrawn	Ricky Lake	View Mod
6LMXHY77	Selected Mod Actions	GS07F0079W	2010-04-01 13:58:11.983	Actions Pending	Jay Beam	Edit Mod Withdraw Mod
XPTOKL9V	Selected Mod Actions	GS07F0079W	2010-04-01 16:01:08.47	In Progress	Jackie Jone	Edit Mod Withdraw Mod

Note: Administrative modifications fall under the category known as “Rapid Action Modifications”. This means that a contractor can submit an Administrative Modification Request and the Contracting Officer can approve it without having to go through the Signature Process.

- n) Once the Mod is approved by the Contracting Officer the status will be changed to Approved as shown below.

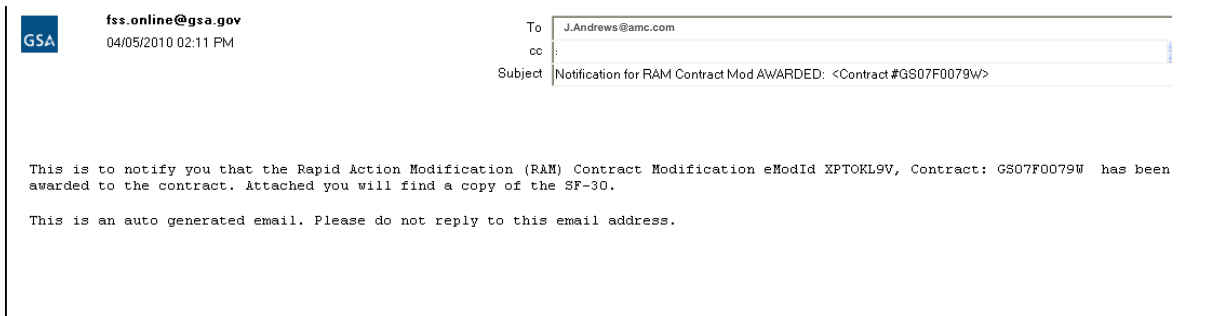
Submitted Modifications

Click on the ID to view the event log for an Offer

ID	Mod Actions	Contract	Last Update	Status	Assigned To	Actions
WMEM2V5B	Selected Mod Actions	GS07F0079W	2010-03-30 14:20:00.196	Withdrawn	Ricky Lake	View Mod
6LMXHY77	Selected Mod Actions	GS07F0079W	2010-04-01 13:58:11.983	Actions Pending	Jay Beam	Edit Mod Withdraw Mod
XPTOKL9V	Selected Mod Actions	GS07F0079W	2010-04-01 16:01:08.47	Approved	Jackie Jone	View Mod



- o) In addition the Contractor will receive a notification via email with a copy of the SF-30 attached.



3.5 Deletion Modifications

In the Deletion Modifications there are 3 Sub Types as shown in the screen shot below.

Select Modification Types	
Primary Types	Sub Types
Additions	<input type="checkbox"/> Add Labor Category <input type="checkbox"/> Add Product(s) <input type="checkbox"/> Add SIN
Administrative	<input type="checkbox"/> Contract Administrator/Point of Contact(POC) <input type="checkbox"/> Authorized Negotiator <input type="checkbox"/> Email Address Change <input type="checkbox"/> Fax Change <input type="checkbox"/> Manufactures, Dealers, Resellers, Agents <input type="checkbox"/> Telephone Change <input type="checkbox"/> Website Address Change
Deletions	<input checked="" type="checkbox"/> Delete Labor Category <input checked="" type="checkbox"/> Delete Product(s) <input checked="" type="checkbox"/> Delete SIN
Pricing	<input type="checkbox"/> Temporary Price Reduction <input type="checkbox"/> Economic Price Adjustments (EPA) with Commercial Price List (increase) <input type="checkbox"/> Economic Price Adjustments (EPA) without Commercial Price List (increase) <input type="checkbox"/> Permanent Price Reduction (Based on Most Favored Customer) <input type="checkbox"/> Permanent Price Reduction (Industry Partner requested) <input type="checkbox"/> Wage Determinations
Technical	<input type="checkbox"/> Change in geographic coverage (scope) <input type="checkbox"/> Part(s) Number Change <input type="checkbox"/> Product Descriptive Change <input type="checkbox"/> Service Descriptive Change
Terms And Conditions	<input type="checkbox"/> American Recovery and Reinvestment Act(ARRA) <input type="checkbox"/> Create/Manage Clause Exception(s)

- a) Select the Deletion(s) you need and click the **Submit Online** button.

- b) The **Corporate Information** page will show up. Click **Save and Continue** if no changes are to be made.

Prepare your modification:

- ☒ Corporate Information
- ☐ Deletions
- ☒ Upload Documents
- ☐ Submit Request
- ☒ Complete ☐ Incomplete

Company Name:	Acme Management Concepts, Inc.
Contract Number:	GS07F0079W
Modification Type:	<input type="checkbox"/> Delete Labor Category <input type="checkbox"/> Delete Product(s) <input type="checkbox"/> Delete SIN

CORPORATE INFORMATION

Is the information correct?
 This information is taken directly from [Central Contractor Registration \(CCR\)](#). If any of this information is incorrect, it must be corrected through [Central Contractor Registration \(CCR\)](#). Any changes will be reflected in eOffer in approximately 24 hours.

DUNS Number:	123456789
Type of Organization:	Mutually Defined
Common Parent DUNS Number:	605691807
Company Name:	ACME MANAGEMENT CONCEPTS INC
Doing Business As (DBA):	
Business Type:	<input type="checkbox"/> Veteran Owned Business <input type="checkbox"/> Service-Related Disabled Veteran Owned <input type="checkbox"/> S Corporation <input type="checkbox"/> Service Location <input type="checkbox"/> Research Institution

Company Address

Street1:	21400 RIDGETOP CIR STE 210
Street2:	
City:	STERLING
State:	VA
Zip/Postal Code:	201666511
Country:	USA

Mailing Address

Company Name:	ACME MANAGEMENT CONCEPTS INC
Street1:	21400 RIDGETOP CIRCLE SUITE 210
Street2:	
City:	DULLES
State:	VA
Zip/Postal Code:	201666511
Country:	USA

- c) On the **Information Saved** screen (not shown) click **Continue**.

- d) To delete a labor category click on the Respond link under the “**Actions**” on the **Delete Labor Category** line.

Respond to Deletions

Respond to all of the terms and conditions.

You must respond to all the Deletions Modification Sub Types before you can save this section.

Deletions

* **Required**

Template Name	Status	Actions
* Delete Labor Category	Incomplete	Respond
* Delete Product(s)	Incomplete	Respond
* Delete SIN	Incomplete	Respond

- e) In the text box that appears, enter a detailed description of the modification request and click **Save Description**.

Description For Delete Labor Category

Contract Begin Date : 2009-11-03

*Please enter a detailed description of the Modification Request.

[Back To Deletions](#)

[Save Description](#)

- f) To delete the **Product(s)** repeat steps (d) and (e) described above.
- g) To delete the **SIN**, click on the Respond link next to it under the “**Actions**” column. The following screen will appear. Enter the “**Termination Date**” and check the **Action** checkbox. click the **Save Information** button.

DELETE SIN(s)

You must delete at least one SIN.

SIN	Title	Control Number	Index NO	Termination Date	Action
58 3	Television Cameras, Color or Monochrome, Including Spare and Repair Parts & Accessories	200930710754		December 28 2009	<input checked="" type="checkbox"/>
219 4	Television for Hospital, Hotel, Motel (EFFECTIVE 4/1/03)	200930710755		MM DD YYYY	<input type="checkbox"/>

[Save Information](#)

- h) The summary of **Deletions** completed will be shown. Click **Save And Continue**.

Respond to Deletions

Respond to all of the terms and conditions.

You must respond to all the Deletions Modification Sub Types before you can save this section.

Deletions

* Required

Template Name	Status	Actions
* Delete Labor Category	Completed	Edit
* Delete Product(s)	Completed	Edit
* Delete SIN	Completed	Edit Delete

Save And Continue

- i) The **Information Saved** message will be seen (not shown here). click **Continue**.
- j) This will bring up the **Upload Documents** page. For instructions to upload documents and submit your eMod please see **3.9 Uploading Documents & Submitting eMod**

Note: Deletion modifications fall under the category known as 'Rapid Action Modifications'. This means that a contractor can submit a Deletion modification request and the Contracting Officer can approve it without having to go through the signature process.

3.6 Pricing Modifications

In the Pricing Modifications there are 6 Sub Types as shown in the screen shot below.

Select Modification Types	
Primary Types	Sub Types
Additions	<input type="checkbox"/> Add Labor Category <input type="checkbox"/> Add Product(s) <input type="checkbox"/> Add SIN
Administrative	<input type="checkbox"/> Contract Administrator/Point of Contact(POC) <input type="checkbox"/> Authorized Negotiator <input type="checkbox"/> Email Address Change <input type="checkbox"/> Fax Change <input type="checkbox"/> Manufactures, Dealers, Resellers, Agents <input type="checkbox"/> Telephone Change <input type="checkbox"/> Website Address Change
Deletions	<input type="checkbox"/> Delete Labor Category <input type="checkbox"/> Delete Product(s) <input type="checkbox"/> Delete SIN
Pricing	<input type="checkbox"/> Temporary Price Reduction <input type="checkbox"/> Economic Price Adjustments (EPA) with Commercial Price List (increase) <input type="checkbox"/> Economic Price Adjustments (EPA) without Commercial Price List (increase) <input type="checkbox"/> Permanent Price Reduction (Based on Most Favored Customer) <input type="checkbox"/> Permanent Price Reduction (Industry Partner requested) <input type="checkbox"/> Wage Determinations
Technical	<input type="checkbox"/> Change in geographic coverage (scope) <input type="checkbox"/> Part(s) Number Change <input type="checkbox"/> Product Descriptive Change <input type="checkbox"/> Service Descriptive Change
Terms And Conditions	<input type="checkbox"/> American Recovery and Reinvestment Act(ARRA) <input type="checkbox"/> Create/Manage Clause Exception(s)

The following rules apply to the pricing modifications;

- Both Temporary and Permanent Price Reduction cannot be selected at the same time.
- If Permanent Price Reduction is selected the vendor must select either (A) Permanent price reduction (based on most favored customer) or (B) Permanent Price Reduction (industry partner requested).
- Similarly both Economic Price Adjustments cannot be selected at the same time. The vendor must select either (A) Economic Price Adjustments (EPA) with commercial price list (increase) or (B) Economic Price Adjustments (EPA) without commercial price list (increase).

If any of the afore-mentioned rules are violated the following error message will be displayed.

- You must select only ONE of these following**
- Error:
- Permanent Price Reduction (Based on Most Favored Customer)
 - Permanent Price Reduction (Industry Partner requested)
 - Temporary Price Reduction
- You must select only ONE of these following**
- Error:
- Economic Price Adjustments (EPA) with Commercial Price List (increase)
 - Economic Price Adjustments (EPA) without Commercial Price List (increase)

- a) Select the Sub Type(s) needed by checking the box and click **Submit Online**. The following (✓) have been chosen for demonstration purposes.

Pricing	<input type="checkbox"/> Temporary Price Reduction <input checked="" type="checkbox"/> Economic Price Adjustments (EPA) with Commercial Price List (increase) <input type="checkbox"/> Economic Price Adjustments (EPA) without Commercial Price List (increase) <input checked="" type="checkbox"/> Permanent Price Reduction (Based on Most Favored Customer) <input type="checkbox"/> Permanent Price Reduction (Industry Partner requested) <input checked="" type="checkbox"/> Wage Determinations
Technical	<input type="checkbox"/> Change in geographic coverage (scope) <input type="checkbox"/> Part(s) Number Change <input type="checkbox"/> Product Descriptive Change <input type="checkbox"/> Service Descriptive Change
Terms And Conditions	<input type="checkbox"/> American Recovery and Reinvestment Act (ARRA) <input type="checkbox"/> Create/Manage Clause Exception(s)



- b) The **Corporate Information** screen will appear (not shown). If all the information is correct click **Save and Continue**. Click **Continue** on the Information Saved screen (not shown).

- c) On the **Respond to Pricing** page click the Respond links under the “**Actions**” column to respond to all the Pricing Modifications Sub Types.

Respond to Pricing

Respond to all of the terms and conditions.
You must respond to all the Pricing Modification Sub Types before you can save this section.

Pricing

* Required

Template Name	Status	Actions
* Economic Price Adjustments (EPA) with Commercial Price List (increase)	Incomplete	Respond
* Permanent Price Reduction (Based on Most Favored Customer)	Incomplete	Respond
* Wage Determinations	Incomplete	Respond

- d) Once you click on the Respond link the **Description for . . .** screen will be displayed. Complete the details and click **Save Description**.

Description For Economic Price Adjustments (EPA) with Commercial Price List (increase)

Contract Begin Date : 2010-03-25

Date of Last

EPA

Completed:

Percentage:

*Please enter a detailed description of the Modification Request.

This is a test.

[Back To Pricing](#)

[Save Description](#)

- e) The application will return back to the **Respond to Pricing** page. You will notice the “**Status**” of EPA with Commercial Price List (increase) as Completed with an option to Edit.

Respond to Pricing

Respond to all of the terms and conditions.

You must respond to all the Pricing Modification Sub Types before you can save this section.

Pricing

* Required

Template Name	Status	Actions
* Economic Price Adjustments (EPA) with Commercial Price List (increase)	Completed	Edit
* Permanent Price Reduction (Based on Most Favored Customer)	Incomplete	Respond
* Wage Determinations	Incomplete	Respond

- f) Respond to the “Permanent Price Reduction (based on Most Favored Customer)” by following steps (c) and (d).
- g) Continue to the **Description For Wage Determinations** and enter the description in the text box and click **Save Description**.

Description For Wage Determinations

Contract Begin Date : 2010-03-25

*Please enter a detailed description of the Modification Request.

This is a test.

[Back To Pricing](#)

[Save Description](#)

- h) Once all the Pricing Modifications are complete the status on each will show as Completed as shown below. Click **Save And Continue**.

Respond to Pricing

Respond to all of the terms and conditions.

You must respond to all the Pricing Modification Sub Types before you can save this section.

Pricing

* Required

Template Name	Status	Actions
* Economic Price Adjustments (EPA) with Commercial Price List (increase)	Completed	Edit
* Permanent Price Reduction (Based on Most Favored Customer)	Completed	Edit
* Wage Determinations	Completed	Edit

Save And Continue

- i) Click on **Continue** on the **Information Saved** screen indicating that the Pricing section is completed.

INFORMATION SAVED

The PRICING section is Completed.

Continue

Or, go to any section by using the left eMod menu.

- j) The **Upload Documents** screen will be displayed. For instructions to upload documents and submit the eMod, please see **3.9 Uploading Documents & Submitting eMod**.

3.7 Technical Modifications

In the Technical Modifications there are 4 Sub Types.

Technical	<input checked="" type="checkbox"/> Change in geographic coverage (scope) <input checked="" type="checkbox"/> Part(s) Number Change <input checked="" type="checkbox"/> Product Descriptive Change <input checked="" type="checkbox"/> Service Descriptive Change
Terms And Conditions	<input type="checkbox"/> American Recovery and Reinvestment Act (ARRA) <input type="checkbox"/> Create/Manage Clause Exception(s)

- Select the needed modification sub-type and click **Submit Online**. All 4 are selected here for demonstration purposes.
- Next the **Corporate Information** page will show up (not shown here). click **Save and Continue** if the information is correct. Click **Continue** on the **Information Saved** screen (not shown here).
- On the **Respond to Technical** screen click on the Respond link(s) under the “**Actions**” column.

Respond to Technical

Respond to all of the terms and conditions.
You must respond to all the Technical Modification Sub Types before you can save this section.

Technical

* Required

Template Name	Status	Actions
* Change in geographic coverage (scope)	Incomplete	Respond
* Part(s) Number Change	Incomplete	Respond
* Product Descriptive Change	Incomplete	Respond
* Service Descriptive Change	Incomplete	Respond

- d) On the next screen, enter the description of the Modification Request and click **Save Description**.

Description For Change in geographic coverage (scope)


Contract Begin Date : 2010-03-25

*Please enter a detailed description of the Modification Request.

This is a test.

Back To Technical

Save Description



- e) The application will return to the **Respond to Technical** screen and the status of the respond will change to Completed. In addition the option to Edit will be displayed.

Respond to Technical

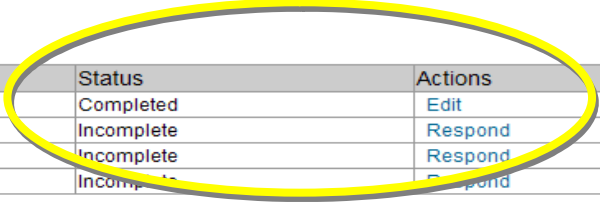
Respond to all of the terms and conditions.

You must respond to all the Technical Modification Sub Types before you can save this section.

Technical

* Required

Template Name	Status	Actions
* Change in geographic coverage (scope)	Completed	Edit
* Part(s) Number Change	Incomplete	Respond
* Product Descriptive Change	Incomplete	Respond
* Service Descriptive Change	Incomplete	Respond



- f) Complete other Responses by repeating steps (c) and (d). Once the **Technical** modifications have been completed click **Save And Continue**.

Respond to Technical

Respond to all of the terms and conditions.


You must respond to all the Technical Modification Sub Types before you can save this section.

Technical

* Required

Template Name	Status	Actions
* Change in geographic coverage (scope)	Completed	Edit
* Part(s) Number Change	Completed	Edit
* Product Descriptive Change	Completed	Edit
* Service Descriptive Change	Completed	Edit

Save And Continue



- g) An **Information Saved** message will be displayed (not shown here) indicating that the **Technical** section is Completed. Click **Continue**.
- h) The Upload Documents screen will be displayed. For instructions to upload documents and submit the eMod please see **3.9 Uploading Documents & Submitting eMod**.

3.8 Terms and Conditions Modifications

There are 2 Sub Types available within the Terms & Conditions Modification Types.

Terms And Conditions	<input checked="" type="checkbox"/> American Recovery and Reinvestment Act(ARRA) <input checked="" type="checkbox"/> Create/Manage Clause Exception(s)
----------------------	---

- a) Check the needed Sub Type(s) and click **Submit Online**. Both are selected for demonstration purposes.
- b) Click **Save and Continue** on the **Corporate Information** page (not shown here) if all the information is correct. Click **Continue** on the **Information Saved** message (not shown here).
- c) The **Respond to Terms And Conditions** page is displayed. You can respond by clicking on the Respond link under the “Actions” column.

Respond to Terms And Conditions

Respond to all of the terms and conditions.

You must respond to all the Terms And Conditions Modification Sub Types before you can save this section.

Terms And Conditions

* Required

Template Name	Status	Actions
* American Recovery and Reinvestment Act(ARRA)	Incomplete	Respond
* Create/Manage Clause Exception(s)	Incomplete	Respond

- d) If you click on the Respond link corresponding to ARRA the following screen will be displayed.

Respond to American Recovery and Reinvestment Act 2009

Do you accept all the clauses as mentioned in the 'American Recovery and Reinvestment Act as of 2009' (ARRA)?

☒ Yes
 ☐ No

- e) Select your response **Yes** or **No** and click **Save This Information**.

- f) The application will revert back to the **Respond to Terms And Conditions** page as shown below with the status of ARRA Sub Type showing as Completed along with the Edit option.

Respond to Terms And Conditions

Respond to all of the terms and conditions.

You must respond to all the Terms And Conditions Modification Sub Types before you can save this section.

Terms And Conditions

* Required

Template Name	Status	Actions
* American Recovery and Reinvestment Act(ARRA)	Completed	Edit
* Create/Manage Clause Exception(s)	Incomplete	Respond

Save And Continue

- g) Click the Respond link corresponding to “Create/Manage Clause Exception(s)”. On the next screen you have the ability to drop an existing approved exception or take a new contract clause exception(s) from the available list.

Approved List of contract clauses for which exceptions are taken

Clause Number	Title	Action
52.202-1	DEFINITIONS (JUL 2004)	Drop
52.203-3	GRATUITIES (APR 1984)	Drop
52.204-4	PRINTED OR COPIED DOUBLE-SIDED ON RECYCLED PAPER (JULY 2008)	Drop

Back to Terms and Conditions

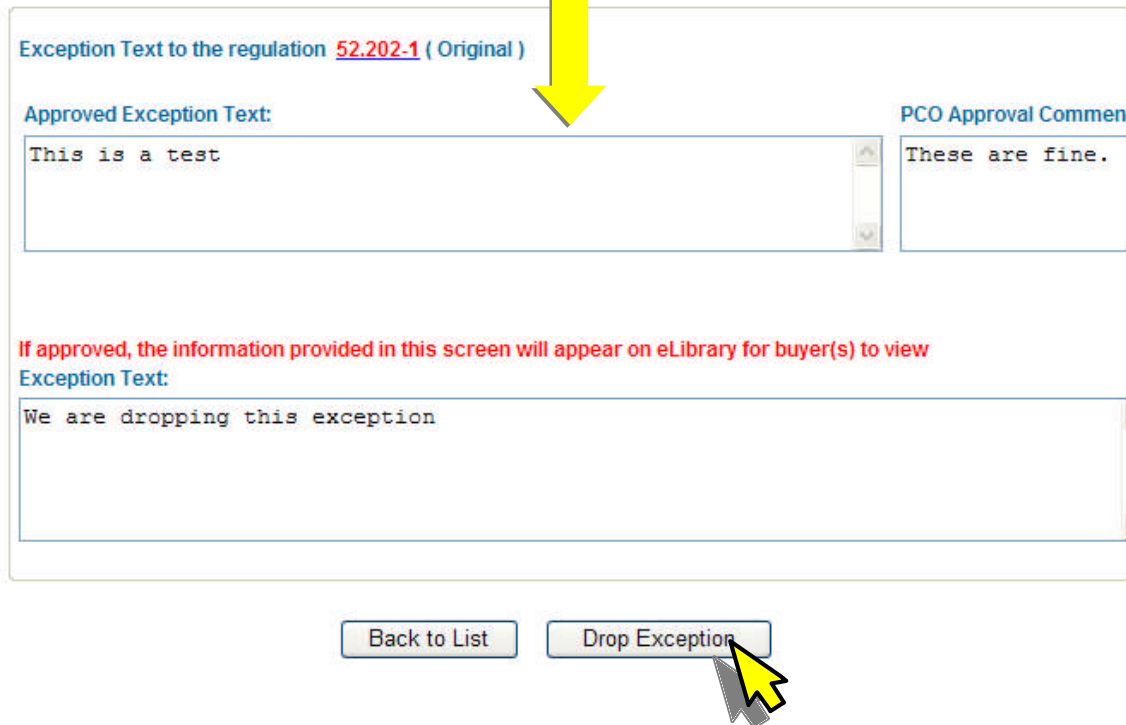
Available list of contract clauses for taking exception(s)

Select Regulation(s)

Select	Clause Number	Title	Action
<input type="checkbox"/>	52.203-13	CONTRACTOR CODE OF BUSINESS ETHICS AND CONDUCT (DEC 2008)	
<input type="checkbox"/>	52.203-15	WHISTLEBLOWER PROTECTIONS UNDER THE AMERICAN RECOVERY AND REINVESTMENT ACT OF 2009 (MAR 2009)	
<input type="checkbox"/>	52.203-3	GRATUITIES (APR 1984) Tailored IV 04/01/1984	
<input type="checkbox"/>	52.203-6	RESTRICTIONS ON SUBCONTRACTOR SALES TO THE GOVERNMENT (JUL 1995) (ALTERNATE I -- OCT 1995)	
<input type="checkbox"/>	52.203-6	52.203-6 RESTRICTIONS ON SUBCONTRACTOR SALES TO THE GOVERNMENT (JUL 1995) (ALTERNATE I -- OCT 1995) DEVIATED	
<input type="checkbox"/>	52.204-11	AMERICAN RECOVERY AND REINVESTMENT ACT-REPORTING REQUIREMENTS (MAR 2009)	
<input type="checkbox"/>	52.209-1	QUALIFICATION REQUIREMENTS (MAR 1996)	
<input type="checkbox"/>	52.209-6	PROTECTING THE GOVERNMENT'S INTEREST WHEN SUBCONTRACTING WITH CONTRACTORS DEBARRED, SUSPENDED, OR PROPOSED FOR DEBARMENT (SEP 2006)	
<input type="checkbox"/>	52.212-4	CONTRACT TERMS AND CONDITIONS--COMMERCIAL ITEMS (MAR 2009) (DEVIATION II -- MAR 2007)	
<input type="checkbox"/>	52.212-5	CONTRACT TERMS AND CONDITIONS REQUIRED TO IMPLEMENT STATUTES OR EXECUTIVE ORDERS - COMMERCIAL ITEMS (FEB 2010) (ALTERNATE II - DEC 2009)	

- h) To drop an existing approved exception click on the **Drop** link corresponding to that particular clause in the “**Action**” column. On the next screen enter your explanation in the “Exception Text” text box and click **Drop Exception**.

Note: that the Approved Exception Text is non-editable.



Exception Text to the regulation [52.202-1](#) (Original)

Approved Exception Text:	PCO Approval Comment
This is a test	These are fine.

If approved, the information provided in this screen will appear on eLibrary for buyer(s) to view

Exception Text:

We are dropping this exception

[Back to List](#) [Drop Exception](#)

- i) The application will go back to the Clause Exceptions list as shown below. If you need to cancel the previous action, click on the Cancel Drop link in the “**Action**” column as shown below.

Approved List of contract clauses for which exceptions are taken

* Regulation Marked For Removal

Clause Number	Title	Action
* 52.202-1	DEFINITIONS (JUL 2004)	Cancel Drop
52.203-3	GRATUITIES (APR 1984)	Drop
52.204-4	PRINTED OR COPIED DOUBLE-SIDED ON RECYCLED PAPER (JULY 2008)	Drop

[Back to Terms and Conditions](#)

Available list of contract clauses for taking exception(s)

[Select Regulation\(s\)](#)

Select	Clause Number	Title	Action
<input type="checkbox"/>	52.203-13	CONTRACTOR CODE OF BUSINESS ETHICS AND CONDUCT (DEC 2008)	
<input type="checkbox"/>	52.203-15	WHISTLEBLOWER PROTECTIONS UNDER THE AMERICAN RECOVERY AND REINVESTMENT ACT OF 2009 (MAR 2009)	
<input type="checkbox"/>	52.203-3	GRATUITIES (APR 1984) Tailored IV 04/01/1984	
<input checked="" type="checkbox"/>	52.203-6	RESTRICTIONS ON SUBCONTRACTOR SALES TO THE GOVERNMENT (JUL 1995) (ALTERNATE I -- OCT 1995)	
<input type="checkbox"/>	52.203-6	52.203-6 RESTRICTIONS ON SUBCONTRACTOR SALES TO THE GOVERNMENT (JUL 1995) (ALTERNATE I -- OCT 1995) DEVIATED	
<input type="checkbox"/>	52.204-11	AMERICAN RECOVERY AND REINVESTMENT ACT-REPORTING REQUIREMENTS (MAR 2009)	
<input type="checkbox"/>	52.209-1	QUALIFICATION REQUIREMENTS (MAR 1996)	
<input type="checkbox"/>	52.209-6	PROTECTING THE GOVERNMENT'S INTEREST WHEN SUBCONTRACTING WITH CONTRACTORS DEBARRED, SUSPENDED, OR PROPOSED FOR DEBARMENT (SEP 2006)	
<input type="checkbox"/>	52.212-4	CONTRACT TERMS AND CONDITIONS--COMMERCIAL ITEMS (MAR 2009) (DEVIATION II -- MAR 2007)	

- j) In addition you have the ability to take a new contract clause exception(s) by selecting a clause number and clicking the Select Regulation(s) button.

- k) On the next screen some Instructions and two text boxes are displayed.

Exception Text to the regulation [52.207-5 \(Original \)](#)

Instructions:

1. Review the clause language for any points you may wish to take exception to.
2. Highlight and Copy (Ctrl + C) text which you wish to take exception to.
3. Paste (Ctrl + V) the text you want to change into the "Excerpt From Clause" box.
 - a. You may also use the "Exception Text" box to ADD text, without copying a sentence
4. Press "Ready To Edit". You can now make your changes in the "Exception Text" box
5. When you are finished making edits, press "Save Exception Text"

Note: this will be most effective if you copy a full sentence or paragraph so as to retain context

Excerpt From Clause:

Ready to Edit

If approved, the information provided in this screen will appear on eLibrary for buyer(s) to view

Exception Text:

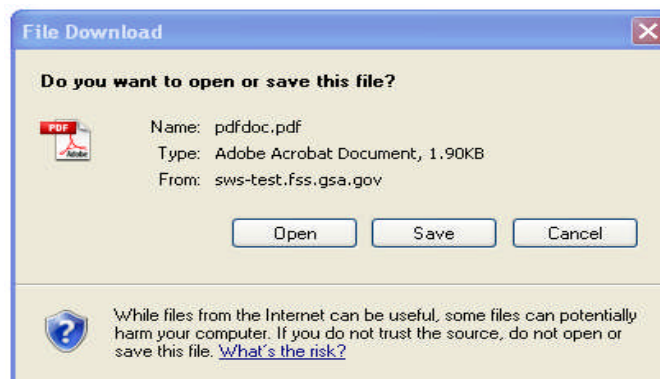
Back to List

Save Exception Text

Continue To Next

- l) First click on the [regulation](#) link and open (or save) the pdf document.

Exception Text to the regulation [52.203-6 \(Alternate 1 \)](#)



52.203-6 RESTRICTIONS ON SUBCONTRACTOR SALES TO THE GOVERNMENT (JUL 1995) (ALTERNATE I—OCT 1995) 3.503-2

(a) Except as provided in (b) below, the Contractor shall not enter into any agreement with an actual or prospective subcontractor, nor otherwise act in any manner, which has or may have the effect of restricting sales by such subcontractors directly to the Government of any item or process (including computer software) made or furnished by the subcontractor under this contract or under any follow-on production contract.

(b) The prohibition in paragraph (a) of this clause does not preclude the Contractor from asserting rights that are otherwise authorized by law or regulation. For acquisitions of commercial items, the prohibition in paragraph (a) applies only to the extent that any agreement restricting sales by subcontractors results in the Federal Government being treated differently from any other prospective purchaser for the sale of the commercial item(s).

(c) The Contractor agrees to incorporate the substance of this clause, including this paragraph (c), in all subcontracts under this contract which exceed \$100,000.

- m) Review the clause language for any points you may wish to take exception to, highlight and copy that part and paste it in the "Excerpt From Clause" box below.

Excerpt From Clause:

(a) Except as provided in (b) below, the Contractor shall not enter into any agreement with an actual or prospective subcontractor, nor otherwise act in any manner, which has or may have the effect of restricting sales by such subcontractors directly to the Government of any

Ready To Edit

If approved, the information provided in this screen will appear on eLibrary for buyer(s) to view
Exception Text:

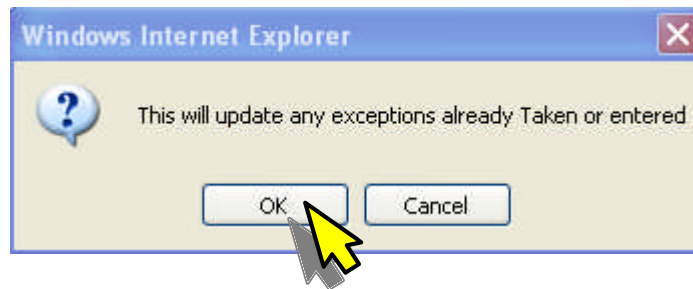
Note: This box is where you will perform your edits after you press *Ready To Edit*.

Back to List

Save Exception Text

Continue To Next

- n) When you click **Ready to Edit**. The following message will be displayed. Click **OK**.



- o) The same text will get copied over in the second text box (titled "Exception Text")

Excerpt From Clause:

(a) Except as provided in (b) below, the Contractor shall not enter into any agreement with an actual or prospective subcontractor, nor otherwise act in any manner, which has or may have the effect of restricting sales by such subcontractors directly to the Government of any

Change and Edit

If approved, the information provided in this screen will appear on eLibrary for buyer(s) to view

Exception Text:

(a) Except as provided in (b) below, the Contractor shall not enter into any agreement with an actual or prospective subcontractor, nor otherwise act in any manner, which has or may have the effect of restricting sales by such subcontractors directly to the Government of any

Back to List

Save Exception Text

Continue To Next

- p) Make your changes in the "Exception Text" text box. Once complete click **Save Exception Text** button. To start on the next exception if you have more than one "clause" click **Continue To Next** button. Once done, click **Save And Continue** (not shown here).

- q) The **Information Saved** message will appear, click **Continue**.

INFORMATION SAVED

The TERMSANDCONDITIONS section is Completed.

Continue

Or, go to any section by using
the left eMod menu.

- r) The **Upload Documents** page will be displayed. For instructions on uploading documents and submitting the eMod please see the next section.

3.9 Uploading Documents & Submitting eMod

The **Upload Documents** screen allows the Vendor to attach necessary documents to their modification request.

- a) Click the Upload link under “**Actions**” column.

Prepare your modification:

- ☒ Corporate Information
- ☒ Additions
- ☒ Upload Documents
- ☐ Submit Request
- ☒ Complete ☐ Incomplete

Company Name: Acme Management Concepts, Inc.
Contract Number: GS07F0079W
Modification Type: Add Labor Category
Add Product(s)
Add SIN

UPLOAD DOCUMENTS

Attach supporting documents to this eMod.
Upload all documents associated with your eMod.
Please do not upload the Microsoft Excel files with more than one print area.
Only files of size less than or equal to 8 MB can be uploaded.

Documents

Type	Name	Status	Actions
Vendor Defined		Not Uploaded	Upload

Save and Continue

Note: All eMod document types are vendor defined documents.

- b) On the next screen click the **Browse** button and locate the document on your computer that you wish to upload. Put a document title in the text box and click the **Upload This Document** button.

Prepare your modification:

Corporate Information

Additions

Upload Documents

Submit Request

Complete Incomplete

Company Name: Acme Management Concepts, Inc.
Contract Number: GS07F0079W
Modification Type: Add Labor Category
Add Product(s)
Add SIN

UPLOAD DOCUMENTS

Attach supporting documents to this eMod
Upload all documents associated with your eMod.

eMod system accepts only the following file types.
(doc, xls, pdf, txt, rtf, html, htm, xml, csv, ppt, jpg, jpeg, gif, tif, tiff, bmp)

Please do not upload the Microsoft Excel files with more than one print area.

Please do not upload documents with macros or embedded objects.

Please do not upload Microsoft Excel files which contain multiple worksheets.
These files are not being converted correctly. eMod is resolving the process problem which will enable multiple worksheets soon!

Only files of size less than or equal to 8 MB can be uploaded.

Documents

* Required

* What is the document type?	Vendor Defined
* Find document on your computer:	C:\Documents and Settings Browse...
* What is the document name?	Test

Upload This Document

- c) After the completion of the upload, the status will be shown as “Uploaded”.

Prepare your modification:

Corporate Information

Additions

Upload Documents

Submit Request

Complete Incomplete

Company Name: Acme Management Concepts, Inc.
Contract Number: GS07F0079W
Modification Type: Add Labor Category
Add Product(s)
Add SIN

UPLOAD DOCUMENTS

Attach supporting documents to this eMod
Upload all documents associated with your eMod.

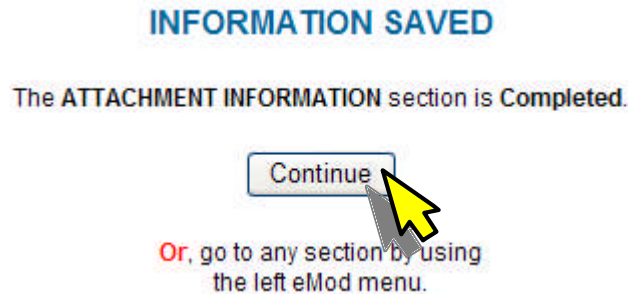
Please do not upload the Microsoft Excel files with more than one print area.
Only files of size less than or equal to 8 MB can be uploaded.

Documents

Type	Name	Status	Actions
Vendor Defined	Test	Uploaded	Delete
Vendor Defined		Not Uploaded	Upload

Save and Continue

- d) To upload another document repeat steps (a) and (b). Once all the documents have been uploaded click **Save and Continue**. Then click **Continue** on the **Information Saved** message.



- e) The next screen asks you to submit the eMod.

Prepare your modification:

- ☒ Corporate Information
- ☒ Additions
- ☒ Upload Documents
- ☐ Submit Request
- ☒ Complete ☐ Incomplete

Company Name:	Acme Management Concepts, Inc.
Contract Number:	GS07F0079W
Modification Type:	Add Labor Category Add Product(s) Add SIN

CONFIRMATION

Are you ready to submit this eMod?

Or, go to any section by using the left eMod menu.

- f) Once ready to submit the eMod, click **Yes**. This will take you to the **Final Review of eMOD** screen.

FINAL REVIEW OF eMOD

It is recommended that the following documents be reviewed before submitting this eMod.

Or, go to any section by using the left eMod menu.

Type	Name	Actions
Mod Response	Mod Response	Review
Vendor Defined	Test File	Review

FINAL REVIEW OF eMOD

It is recommended that the following documents be reviewed before submitting this eMod.

Or, go to any section by using the left eMod menu.

Type	Name	Actions
Mod Response	Mod Response	Review
Vendor Defined	Test File	Review

Disclaimer***Required**

In submitting a modification request, the Contractor shall abide by the Modifications Clause GSAM 552.243-72 in the Contract. Should the modification request involve price reductions, the Contractor shall abide by the Price Reductions Clause GSAM 552.238-75 in the Contract. Finally, if the modification request is for an economic price adjustment, the Contractor shall abide by the Economic Price Adjustment-FSS Multiple Award Schedules Contracts Clause GSAM 552.216-70 (Alternate I) and/or I-FSS-969 Economic Price Adjustment-FSS Multiple Award Schedule in the Contract.

NOTE: E-Mods is not to be used for Novations or Change-of-Name Agreements or Options or Contract Cancellations.

☒ Yes ☐ No

Continue

- g) Respond “**Yes**” to the Disclaimer and click **Continue**. You will see a notification stating that the eMod was successfully submitted. To initiate a new modification select a contract and click on the **Select Contract** button. You may also edit the Modification by clicking the link on the left hand menu or you may sign out by clicking the [sign out](#) link on the top right hand side of the page.

Prepare your modification:

- ☒ Edit Modification Type
- ☒ Corporate Information
- ☒ Additions
- ☒ Upload Documents
- ☒ Submit Request
- ☒ Complete ☐ Incomplete

Company Name: Acme Management Concepts, Inc.
 Contract Number: GS07F0079W
 Modification Type: Add Labor Category
 Add Product(s)
 Add SIN

Your eMod was successfully submitted. You will be notified by email when the eMod is ready for your review and/or eSignature.

New Modifications

Select Contract and Modification Type	Action
GS07F0079W	Select Contract

- h) If you go back to the **MY MODIFICATIONS** page you will see your eMod in the Submitted Modifications section. The option to withdraw or edit the Mod is also available. In the “Assigned To” column you will see the name of the Contracting Officer and the “Status” will show “In Progress”.

Submitted Modifications

Click on the ID to view the event log for an Offer

ID	Mod Actions	Contract	Last Update	Status	Assigned To	Actions
WMEM2V5B	Selected Mod Actions	GS07F0079W	2010-03-30 14:20:00.196	Withdrawn	See Name	View Mod
6LMXHY77	Selected Mod Actions	GS07F0079W	2010-03-31 15:35:40.693	In Progress	Jackie Jone	Edit Mod Withdraw Mod



- i) If you click on the ID link the **Event Log** will be visible.

Company Name:	Acme Management Concepts, Inc.
Contract Number:	GS07F0079W
Modification Type:	Add Labor Category Add Product(s) Add SIN

Event Log

DUNS : 605691807
Control ID : 6LMXHY77

- The eMod is created/updated on 2010-03-31 15:35:40.693 by John Doe
- eMod received on 2010-03-31 15:35

[Close](#)

- j) If you select the Selected Mod Actions link the Mod details will show up

Company Name:	Acme Management Concepts, Inc.
---------------	--------------------------------

Contract Details

DUNS : 605691807
Control ID : 6LMXHY77
Contract Number : GS07F0079W

Selected Mod Types Details

Primary Types	Sub Types
Additions	Add Labor Category Add Product(s) Add SIN

[Close](#)

3.10 Edit an eMod

A modification can be edited after the submission has been completed.

- Go to the **My Modifications** homepage and locate the Mod in the **Submitted Modifications** section and click on the **Edit Mod** button under the “**Actions**” column.

Submitted Modifications

Click on the ID to view the event log for an Offer

ID	Mod Actions	Contract	Last Update	Status	Assigned To	Actions
WMEM2V5B	Selected Mod Actions	GS07F0079W	2010-03-30 14:20:00.196	Withdrawn	John Doe	View Mod
6LMXHY77	Selected Mod Actions	GS07F0079W	2010-04-01 13:58:11.983	Actions Pending	John Doe	Edit Mod Withdraw Mod
XPTOKL9V	Selected Mod Actions	GS07F0079W	2010-04-01 16:01:08.47	Approved	John Doe	View Mod
FYD87FB3	Selected Mod Actions	GS07F0079W	2010-04-01 16:01:08.486	In Progress	John Doe	Edit Mod Withdraw Mod

- The **Corporate Information** page will be displayed.

Prepare your modification:

- ☒ Edit Modification Type
- ☒ Corporate Information
- ☒ Additions
- ☒ Upload Documents
- ☒ Submit Request
- ☒ Complete ☐ Incomplete

Company Name: Acme Management Concepts, Inc.
Contract Number: GS07F0079W
Modification Type:
Add Labor Category
Add Product(s)
Add SIN

CORPORATE INFORMATION

Is the information correct?

This information is taken directly from [Central Contractor Registration \(CCR\)](#). If any of this information is incorrect, it must be corrected through [Central Contractor Registration \(CCR\)](#). Any changes will be reflected in eOffer in approximately 24 hours.

DUNS Number:	123456789
Type of Organization:	Mutually Defined
Common Parent DUNS Number:	605691807
Company Name:	ACME MANAGEMENT CONCEPTS INC
Doing Business As (DBA):	
Business Type:	Veteran Owned Business Service-Related Disabled Veteran Owned S Corporation Service Location Research Institution

- Select the section of the Mod (from the upper left menu) that needs to be edited.
- Edit or update the Mod information and Save and Submit.

3.11 Withdraw an eMod

A modification can be withdrawn after the submission has been completed. To withdraw a Mod, proceed with the following steps:

- Locate the Mod in the **Submitted Modifications** section and click on the **Withdraw Mod** button which appears under the “Actions” column.

Submitted Modifications

Click on the ID to view the event log for an Offer

ID	Mod Actions	Contract	Last Update	Status	Assigned To	Actions
WMEM2V5B	Selected Mod Actions	GS07F0079W	2010-03-30 14:20:00.196	Withdrawn	John Doe	View Mod
6LMXHY7Z	Selected Mod Actions	GS07F0079W	2010-04-01 13:58:11.983	Actions Pending	John Doe	Edit Mod Withdraw Mod
XPTOKL9V	Selected Mod Actions	GS07F0079W	2010-04-01 16:01:08.47	Approved	John Doe	View Mod
FYD87FB3	Selected Mod Actions	GS07F0079W	2010-04-01 16:01:08.486	In Progress	John Doe	Edit Mod Withdraw Mod

- A confirmation page will appear. click “Yes” to withdraw the Modification.

CONFIRM WITHDRAW

Are you sure you want to withdraw this Modification?

[YES](#) [NO](#)

Now the Mod status shows as withdrawn. The Mod may still be viewed for future reference.

Submitted Modifications

Click on the ID to view the event log for an Offer

ID	Mod Actions	Contract	Last Update	Status	Assigned To	Actions
WMEM2V5B	Selected Mod Actions	GS07F0079W	2010-03-30 14:20:00.196	Withdrawn	John Doe	View Mod
6LMXHY7Z	Selected Mod Actions	GS07F0079W	2010-04-07 11:49:24.416	Actions Pending	John Doe	Edit Mod Withdraw Mod
XPTOKL9V	Selected Mod Actions	GS07F0079W	2010-04-01 16:01:08.47	Approved	John Doe	View Mod
FYD87FB3	Selected Mod Actions	GS07F0079W	2010-04-07 11:57:56.79	Withdrawn	John Doe	View Mod

3.12 Split eMod

The Contracting Officer assigned to a particular offer has the ability to “split” the original Mod into two. The purpose is to separate modification(s) which can be processed in a shorter time versus modification(s) which may take longer. This expedites the overall process. The original Mod is displayed along with the two new “split” Mods. A notification is sent to the Vendor indicating that the Mod has been split. The action may be viewed on the **My Modifications** page as shown below. Note that the original Mod is not editable. It can only be viewed.

Submitted Modifications

Click on the ID to view the event log for an Offer

ID	Mod Actions	Contract	Last Update	Status	Assigned To	Actions
FYD87FB3	Selected Mod Actions	GS07F9713G	2008-10-28 14:50:06.55	Split	John Doe	View Mod
BYQW094D	Selected Mod Actions	GS07F9713G	2008-10-28 14:50:25.083	In Progress	John Doe	Edit Mod Withdraw Mod
EJQ1JTZS	Selected Mod Actions	GS07F9713G	2008-10-28 14:50:25.15	In Progress	John Doe	Edit Mod Withdraw Mod

3.13 Respond to a Clarification Request

If the CO has questions regarding the eMod, a clarification email request is submitted to the Vendor along with a Clarification Letter attached as shown below.

This is an automatic notification to inform you that a clarification is required to continue the process for the contract modification against the contract (GS07F0079W) Mod No - 0002, eModId 6LMXHY77

We have open a clarification case number 268

The status of the Mod is is on hold ["Waiting for clarification"]until the clarification is successfully completed.

The current Status of the Mod is "Waiting for clarification"

Please find attached the following document(s):

Clarification Letter.pdf

This is an auto generated email. Please do not reply to this email address.

- a) Upon receipt of a Clarification email, Log into eMod. In the **Submitted Modifications** the status of that particular eMod will read Provide Clarification, click on that link.

Submitted Modifications

Click on the ID to view the event log for an Offer

ID	Mod Actions	Contract	Last Update	Status	Assigned To	Actions
WMEM2V5B	Selected Mod Actions	GS07F0079W	2010-03-30 14:20:00.196	Withdrawn	John Doe	View Mod
6LMXHY77	Selected Mod Actions	GS07F0079W	2010-04-08 16:04:53.563	Actions Pending	John Doe	Edit Mod Withdraw Mod
XPTOKL9V	Selected Mod Actions	GS07F0079W	2010-04-01 16:01:08.47	Approved	John Doe	View Mod
FYD87FB3	Selected Mod Actions	GS07F0079W	2010-04-07 12:10:00.216	Withdrawn	John Doe	View Mod
R4BRPMFH	Selected Mod Actions	GS07F0079W	2010-04-09 13:58:07.626	Approved	John Doe	View Mod
NI7PEKNU	Selected Mod Actions	GS07F0079W	2010-04-09 14:24:43.923	Provide Clarification	John Doe	View Mod



- b) The Exception Contract Clauses submitted by the Vendor will be displayed.

Company Name:	Acme Management Concepts, Inc.
Contract Number:	GS07F0079W
	Add Labor Category
	Add SIN
Modification Type:	Change in geographic coverage (scope)
	Service Descriptive Change
	Create/Manage Clause Exception(s)

Exception Contract Clauses submitted by Vendor

All Regulations have to be responded before 2010-04-10.

Clause Number	Title	Status	Action
52.209-1 (Original)	QUALIFICATION REQUIREMENTS (MAR 1996)	Incomplete	Respond

Select the link to [view](#) the History of Request for Clarifications

- c) To view the history of clarifications, click on the view history link (shown in 3.13 (b)) and the history of negotiations will be listed.

Company Name:	Acme Management Concepts, Inc.
Contract Number:	GS07F0079W
Modification Type:	Add Labor Category Add SIN Add/Modify Geographic Coverage (Country) Service Descriptive Change Create/Manage Clause Exception(s)

History of Negotiations

Requested/Responded by	Notes
jackie.jone@gsa.gov	Req. clarification for this clause, till then I Cannot approve it
jackie.jone@gsa.gov	(a) Definition: "QUALIFICATION REQUIREMENT," as used in this clause, means a Government requirement for testing or other quality assurance demonstration that must be completed before award. Test
jackie.jone@gsa.gov	(a) Definition: "QUALIFICATION REQUIREMENT," as used in this clause, means a Government requirement for testing or other quality assurance demonstration that must be completed before award. Test

OK

- d) To respond to a clarification request click on the Respond link (shown in 3.13 (b)). The **Request For Clarification** Screen will open up. Add your response in the bottom textbox and click **Save to Draft**.

Review Contract Clause 52.209-1 (Original)

Instructions:

- Your CO is requesting clarification of the exception you wish to take. The text you submitted as your exception is displayed in the "Submitted Exception Text" box. The CO comments regarding you
- Read the CO comments and edit the text as it appears in the "revised exception" box. When you have finished revising the text, press the "Save To Draft" button

Submitted Exception Text	Comments From CO/CS
(a) Definition: "QUALIFICATION REQUIREMENT," as used in this clause, means a Government requirement for testing or other quality assurance demonstration that must be completed before award. Test	Req. clarification for this clause, till then I Cannot approve it

Enter Exception Clarification and Resubmit for 52.209-1 (Original)

If approved, the information provided in this screen will appear on eLibrary for buyer(s) to view

Revised Exception Text

(a) Definition: "QUALIFICATION REQUIREMENT," as used in this clause, means a Government requirement for testing or other quality assurance demonstration that must be completed before award. Test

Save to Draft

[Click Here](#) to view the History of Negotiations for the Contract Clause 52.209-1

- e) On the next screen the **Exception Contract Clause submitted by Vendor** “Status” will show as “Completed”. Click **Submit Response**.

Company Name:	Acme Management Concepts, Inc.
Contract Number:	GS07F0079W
Modification Type:	Add Labor Category Add SIN Change in geographic coverage (scope) Service Descriptive Change Create/Manage Clause Exception(s)

Exception Contract Clauses submitted by Vendor
All Regulations have to be responded before 2010-04-10.

Clause Number	Title	Status	Action
52.209-1 (Original)	QUALIFICATION REQUIREMENTS (MAR 1996)	Completed	Edit

[Submit Response](#)

Select the link to [view](#) the History of Request for Clarifications

- f) A success message will be seen.

Company Name:	Acme Management Concepts, Inc.
Contract Number:	GS07F0079W
Modification Type:	Add Labor Category Add SIN Change in geographic coverage (scope) Service Descriptive Change Create/Manage Clause Exception(s)

Request for Clarification was successfully submitted.

The Vendor receives confirmation of the submission while the CO is notified that the Vendor has responded to the request. The status of the Mod changes back to “In Progress” on the **My Modifications** page. When approved the status would change to “Approved”.

3.14 eSigning An eMod

After the modification(s) has been approved by the Contracting Officer the mod will appear within the **Signed Modifications** category with the “Status” indicating “Ready for Vendor esign”

Signed Modifications
Click on the ID to view the event log for an Offer

ID	Mod Actions	Contract	Last Update	Status	Assigned To	Actions
N17PEKNU	Selected Mod Actions	GS07F0079W	2010-04-09 14:5	Ready for Vendor esign		View Mod Sign Package View Package

- a) Choose the appropriate action based on whether the Mod or the Package should be viewed or the Package should be signed.
- b) If ready to sign, click **Sign Package**. This will take you to the **Sign Contract** page.

Company Name: Acme Management Concepts, Inc.
Contract Number: GS07F0079W
Add Labor Category
Add SIN
Modification Type: Change in geographic coverage (scope)
Service Descriptive Change
Create/Manage Clause Exception(s)

Sign Contract
The following documents must be reviewed and accepted before signing.

Name	Description	Action
Mod.pdf		Review

☐ All documents in the eMod package have been reviewed.

[Continue](#)

- c) Review the Mod by clicking the [Review](#) link under “Action”.

Note: The “All documents in the eMod package have been reviewed” must be selected before you can click continue.

- d) Once the review is complete check the box and click **Continue** (shown in 3.14 (b)). The **Sign eMod** page will be displayed as shown below.

Company Name: Acme Management Concepts, Inc.
Contract Number: GS07F0079W

SIGN eMOD
The following documents must be reviewed and accepted before signing.

Documents
**Required*

Name	Status	Actions
Standard Form 30	Not Accepted	Review and Accept*

[Save and Exit](#) [Reject eMod](#)

- e) Click the link [Review and Accept](#). Please note the option to reject the eMod at this point is still available.

- f) The SF 30 Form will be displayed for review. Click **Accept** at the bottom of the form (not shown here).

REVIEW DOCUMENT
 The following document must be reviewed and accepted before signing. Click Back to select a different document.

Standard Form 30

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1.Contract ID Code	Page of Pages 1 1
Amendment/Modification No. PO-0009	3. Effective Date: See 16C	4. Requisition/Purchase Req. No.	5. Project No. (If Applicable) 874
6. Issued By: General Service Administration MANAGEMENT SERVICES CTR 400 15 ST S.W. (10FTP) AUBURN WA 98001		7. Administered By: (If Other) GSA/FAS CONT MGMT DIV (4FQ) 411 WEST PEACHTREE STREET ATLANTA GA 30365 404-331-5119	
8. Name and Address of Contractor (No. Street, County, State and Zip Code) Acme Management Concepts, Inc. 6900 COLLEGE BLVD SUITE 1 OVERLAND PARK, KS 662111536		9A. Amendment of Solicitation No:	
		9B. Dated (See Item 11)	
		10A. Modification of Contract/Order No. GS-10F-0276R	

- g) Click the **Sign eMod** button (step one of two). Still you have the option to reject the eMod (which rejects the eMod package but not the entire eMod).

Company Name: Acme Management Concepts, Inc.
 Contract Number: GS07F0079W

SIGN eMOD
 The following documents must be reviewed and accepted before signing.

Documents
 *Required

Name	Status	Actions
Standard Form 30	Accepted by John Doe	View

<OR>

- h) Click the **Confirm** (step two of two).



- i) Success message is displayed as shown below.

Sign HandBack Success

Contract Package has been successfully Submitted for Signing Process.
Please complete a short user survey, by clicking the link below.

<http://apps.fss.gsa.gov/eoffersurvey/index.cfm>

- j) In the **Signed Modifications** section the status of the eMod will change to Awaiting CO esign.
Once the CO signs, the contract package will be available for download.

Signed Modifications
Click on the ID to view the event log for an Offer

ID	Mod Actions	Contract	Last Update	Status	Assigned To	Actions
N17PEKNU	Selected Mod Actions	GS07F0079W	2010-04-09 14:59:22.26	Awaiting CO esign		View Mod View Package

For more details on the Signature process and downloading the contract package please see **IV eOffer/eMod Signature Process**.